

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB03-7

Date: June 20, 2003

Expiration Date: 12/31/03

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: WtW QUARTERLY REPORTING REQUIREMENTS FOR PERIOD
ENDING JUNE 30, 2003

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) quarterly financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW expenditure reports for the period ending June 30, 2003, are due to the Financial Management Unit (FMU) no later than July 20, 2003, and must be submitted in accordance with the line-item instructions contained in the WtW Directive [WtWD02-2](#). The WtW Summary of Expenditures reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided. Expenditures must be reported by Year of Allocation and grant code on separate WtW Summary of Expenditures reports.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit expenditure reports in electronic format (direct transmission). Direct transmission of required reports are due no later than close of business July 20, 2003. Subgrantees without access to the JTA system must submit signed quarterly reports by mail or fax no later than close of business July 20, 2003. Faxed reports are to be directed to Ms. Martha Overman, WtW FMU, at (916) 654-9586. The WtW Directive WtWD02-2, Quarterly Expenditure Reporting Requirements, dated March 5, 2002, contains the WtW Summary of Expenditures Form and Line-Item Instructions.

In addition to the direct transmission or faxed reports, signed hard copies of all WtW fourth quarter reports are required from all subgrantees and must be received in the FMU by July 27, 2003. Hard copy reports must be mailed to:

Attention: Ms. Martha Overman
Welfare-to-Work Desk
Financial Management Unit, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting on this bulletin should be directed to Ms. Overman, at (916) 657-2744.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division